



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

April 19, 2010

#41-10

VACANCY ANNOUNCEMENT

DEPARTMENT: C.R.I.T. FISH & GAME

POSITION: WILDLIFE MANAGER

SALARY: \$15.00 / HOUR

DUTIES and REQUIREMENTS:

DUTIES AND REQUIREMENTS SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- A. Develop new and oversee current management projects to include habitat and wetland restoration. Make recommendations to the Chief Game Warden – hunting seasons, bag limits, areas to be closed, and make wildlife populations estimates.
- B. Seek outside funding to support current and future projects.
- C. Produce written reports detailing progress of various projects, the outcome of studies conducted, the resultant management implications and submit a monthly written activity report to the Chief Game Warden.
- D. Develop working relationship with others tribal departments as well as with various government organizations and universities.
- E. Will assist in the U.S. Fish and Wildlife Service managers with projects on the reservation.
- F. *Will perform any other duties as determined by the Chief Game Warden or his designee.*
- G. Wildlife managers will be under the direct supervision of the Chief Game Warden or his designee.
- H. Must have an on-line telephone in the place of residence.
- I. Must take & pass a urine drug test upon application.
- J. *Failure to take the drug test upon application will be considered a refusal in which the application will not be accepted. The test will be conducted by the C.R.I.T. Human Resources Department.*
- K. Must have a valid driver's license and be insurable.
- L. Must be able to work in adverse weather conditions.
- M. May be required to work some holidays and weekends.
- N. Must have B.S. or B.S.F. in wildlife management, wildlife biology, or related field; good computer skills (able to work with word processing and spreadsheet programs); excellent written and verbal communication skills; knowledge of statistics and their application;
- O. Must be able to work with minimal supervision; be creative and flexible.

OTHER RESPONSIBILITIES:

1. The Wildlife manager must conduct his or herself at all times in a proper and ethical manner at all times while on duty or off duty.
2. The Department holds its employees to higher standards of conduct. This applies to all positions.

**SUBMIT COMPLETED APPLICATION TO:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

UNDER THE TITLE VII OF THE CIVIL RIGHTS ACT SECTION 701(b) AND 703(i) EXPLICITLY EXEMPTS FROM COVERAGE THE PREFERENTIAL EMPLOYMENT OF INDIANS BY INDIAN TRIBES. THEREFORE, CRIT ACKNOWLEDGES AND EXTENDS PREFERENTIAL TREATMENT TO CRIT MEMBERS WHO QUALIFY TOWARD ALL EMPLOYMENT OPPORTUNITIES; OTHERWISE, CRIT DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS BASED ON RACE, COLOR, SEX, RELIGION OR NATIONAL ORIGIN.

CRIT OFFERS: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-Employment Drug Screening.



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Human Resources

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Eldred Enas, Chairman

April 12, 2010

#12-2010

VACANCY RE-ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES
POSITION: COMMUNITY HEALTH REPRESENTATIVE (2) POSITIONS
SALARY: \$9.00 - \$15.00 (\$18,720 - \$31,200)
CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION:

This position is under the direction of the CHR Manager. During the initial period of hire the incumbent will be responsible for transporting clients, dialysis patients, elderly and the sick to appropriate medical and health care facilities. After completion of probation period, and CHR basic training the incumbent will perform home health surveillance, a variety of health outreach services, case find, case management, and transportation services to American Indians and Alaska Natives (AI/AN) residing on or near the Colorado River Indian Reservation.

DUTIES and RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE)

The incumbent will maintain and complete timely and accurate documentation of daily activities, client transportation, or other activities performed with defined duties and responsibilities, through use of designated forms, such as, internally generated forms, or the HIS PCC (Patient Care Component) form. Assist in a variety of home health care services, education, counseling, community outreach, public health functions, and non-emergency transports.

Transport, or make arrangements for transport, of clients who are in need of transportation to medical providers and/or health facilities, within the scope of priorities defined by programmatic protocol and client needs. Transport includes:

- Clients to obtain prescribed medication, or delivery of prescribed medications;
- Safety of passengers during transport, for example, assuring proper use of safety seat restraints, infant seat restraints, abiding by traffic laws, etc.; and
- Service of vehicle by checking oil, lubricant and fluid levels, scheduling routine preventive maintenance services, and immediately reporting service or repair needs.

Establish and maintain individual case files in accordance with prescribed protocol and/or standards. Collect data and information as required for entry into data management system(s), such as, the Indian Health Service (IHS) Resources and Patient Management System (RPMS) and Arizona Health Care Cost Containment System (AHCCCS). Conduct community outreach and case fine through screening during home visitation, community activities, or public health forums to identify cases of individuals or families in need of services or assistance, and provide assistance or referrals as determined. The incumbent may perform other duties as assigned within the scope of the position or CHR Program.

QUALIFICATIONS, KNOWLEDGE, SKILLS and ABILITIES:

High School diploma or GED (General Equivalency Degree) equivalent; possess valid First Aide and CPR (Cardio Pulmonary Resuscitation) certification, or obtain certification within three (3) months of employment; possess valid Arizona State Driver's License; submit to driving history check, agree in writing to CRIT Confidentiality Statement and Alcohol and Drug Policy. Maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA). Establishing and maintaining effective relationships with clients, community members, tribal officials, representatives of health and resource agencies, the public in general and other contacts. Effectively communicate orally and in writing. Lift heavy objects up to 75 pounds, such as wheelchair.

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Eldred Enas, Chairman

April 12, 2010

#39-10

VACANCY ANNOUNCEMENT

DEPARTMENT: Department of Health Services – Special Diabetes Program

POSITION TITLE: Fitness/Exercise Specialist

SALARY RANGE: \$12.02 - \$20.30 (D.O.E.)

SUPERVISED BY: SDP Manager

CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION: The position is the Fitness/Exercise Specialist for the CRIT Special Diabetes Project (SDP) under the supervision of the Special Diabetes Project Manager. The incumbent will provide fitness and exercise services and assistance for the participants of the SDP exercise program.

DUTIES and RESPONSIBILITIES:

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

Assist in the management of day-to-day operations of the fitness and exercise programs operated by the Special Diabetes Project. Ensure the safety of the participant as the first priority. Keeps all fitness equipment and accessories in excellent working condition and oversees preventative maintenance program.

Facilitate community, group and individual exercise classes and activities. Motivate and encourage participants, creating fun and enjoyable exercise programs for participants of all ages. Works with staff and facility to ensure cleanliness standards and conducts walkthrough in fitness department. Performs fitness assessments, body composition analysis and records the progress of each participant.

Provide orientation to participants regarding the proper usage of the exercise equipment. Handle and resolve all participant issues or concerns relating to the SDP fitness center's programs and operations. Assist in creating incentives for participants to enjoy their exercise program. Prepare monthly activity reports for submission to Project Manager.

Participate and help plan community workshops and award banquet presentations. Perform other responsibilities or projects related to health and wellness as assigned by the Project Manager. Perform other duties as directed within the scope of project activities and/or duties and responsibilities.

QUALIFICATIONS:

1. **EDUCATION:** Associate Degree with emphasis on health sciences or physical education OR a minimum of 3 years work experience in related field and high school diploma.
2. **EXPERIENCE:** Two years experience in health education or community education, coordinating and implementation of community projects. Experience may be substituted for educational requirements on a year for year basis.
3. **KNOWLEDGE, SKILLS, and ABILITIES:**
 - Knowledge in the health issues related with diabetes.
 - Working knowledge of health care, with preference in the area of prevention and care of diabetes.
 - Certified in CPR/First Aide (SDP will assist with certifications).
 - Physically able to perform duties assigned..
 - 3-5 years personal health and wellness experience
 - Must be organized, self-motivated and able to work with minimal supervision.
 - Ability to prepare and maintain written reports and data records.
 - Maintain flexible hours, varied schedule, and be willing to travel.
 - Must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act. (HIPAA)*
4. **LICENSING/CERTIFICATIONS:**
 - Possess a valid Arizona Driver's License.
 - Certified in CPR/First Aide (SDP will assist with certifications).
 - Fitness Certification, or be able to obtain within 6 months of hire.
 - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: CRIT Human Resources Department
26600 Mohave Road
Parker, Arizona 85344

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CRIT offers Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-employment drug screening enforced.



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Eldred Enas, Chairman

April 07, 2010

#38-10

VACANCY ANNOUNCEMENT

DEPARTMENT: OFFICE OF THE ATTORNEY GENERAL
POSITION: SUMMER LAW INTERN
SALARY: D.O.E.
CLOSING DATE: OPEN UNTIL FILLED

DUTIES and FUNCTIONS:

The Summer Law Intern is a full-time position in the summer working with a Federally recognized Indian Tribe. The Summer Law Intern is supervised by the Tribal Attorney General but receives additional supervision from individual attorneys assigned to oversee and manage specific projects. Duties include working with Tribal Departments on issues related to Tribal, Federal, State, Judicial and Administrative forums, reviewing agreements, contracts and leases. Prepares memorandums and legal opinions on various matters with an emphasis on administrative, real estate, environmental, gaming and general business law. Performs other duties as assigned.

MINIMUM EDUCATION REQUIREMENTS:

Prefer a law student or second, third or fourth-year undergraduate student interested in Tribal, Federal, State Indian Policy and Law. Applicant must possess research and writing experience and familiarity with Internet, PACER, Westlaw, and other programs used for legal research preferred.

REQUIRED SKILLS and ABILITIES:

Must be computer literate, have good writing and communication skills, and the ability to work well with others in a sometimes stressful, high-volume work environment.

SUBMIT COMPLETED APPLICATION TO:
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26600 MOHAVE ROAD
PARKER, ARIZONA 85344

or

FOR APPLICATION VISIT: <http://www.crit@nsn.gov>

CRIT OFFERS: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-Employment Drug Screening.

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Eldred Enas, Chairman

April 07, 2010

#37-10

VACANCY ANNOUNCEMENT

DEPARTMENT: OFFICE OF ATTORNEY GENERAL
POSITION: RESEARCH ASSISTANT
SALARY: D.O.E.
CLOSING DATE: OPEN UNTIL FILLED

DUTIES and FUNCTIONS:

The Research Assistant is supervised by the Attorney General, but receives additional supervision from individual attorneys assigned to oversee and manager specific projects. Duties include working effectively with other departments and outside consultants and attorneys to ensure that projects are completed in a timely manner; performing preliminary work such as research and analysis of routine legal problems and issues; researching relevant statutes, rulings, and precedents to be used as a basis for answering requests for legal opinions of routine nature or limited scope. Assists in the preparation of litigation, including helping to organize litigation case materials, assist on document productions; conducting factual investigations of a limited scope, preparing correspondence and pleadings related to the case and preparing case notes, head notes, and index entries, describing status of case, motions/pleadings, final decisions and/or orders, final disposition, etc. Reviews recent legislation, court cases, correspondence, and publications pointing out matters of note or which necessitate action. Performs other duties as assigned by the Attorney General or Acting Attorney General.

MINIMUM EDUCATION REQUIREMENT:

College degree (BA/BS) preferred. Substantial work experience may be substituted for college requirement. Must possess research and writing experience and familiarity with Internet, PACER, Westlaw, and other programs used for legal research.

REQUIRED SKILLS and ABILITIES:

Computer literate, good writing and communication skills, ability to work well with others in a sometimes stressful, high-volume work environment.

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Eldred Enas, Chairman

April 07, 2010

#36-10

VACANCY ANNOUNCEMENT

DEPARTMENT: COLORADO RIVER BUILDING MATERIALS
POSITION: CASHIER
SALARY: \$8.49 PER HOUR
CLOSING DATE: WEDNESDAY, APRIL 28, 2010 @ 5:00 P.M.

DUTIES:

Greet and welcome all customers in a friendly way. Answer questions, direct and assist customers in store in a helpful and courteous manner. Duties also include the handling of cash from consumer purchases and charge sales. Writing down orders placed by customers for deliveries, upon approval by the manager. Dusting and cleaning cashiers area, store inventory, and follow daily directives given by the Floor Supervisor, Store Manager or General Manager. Phone etiquette, answering phones and direct incoming calls to the proper department. May be called upon by management to do any job necessary to keep business operating efficiently.

REQUIREMENTS:

Must possess High school diploma or GED. Good health, ability to stand and lift. Must possess strong math skills, and people skills. Follow directions and work well with other employees. Must have some computer knowledge, and learn to operate the registers software program RockSolid POS used for sales. Must be dependable, and have good attributes in dealing with the general public. Ability to speak Spanish is very beneficial to this business in our locality, although not a requirement. Must be able to work on Saturday and Sundays. Will be required to pass a pre-employment drug test.

For Employment Application visit: <http://www.crit-nsn.gov>

Or

Apply at: CRIT Human Resource Department
26600 Mohave Road
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March 29, 2010

VACANCY ANNOUNCEMENT

#33-10

POSITION: SECRETARY/RECEPTIONIST/CASE AIDE

DEPARTMENT: DHS – SOCIAL SERVICES PROGRAM

SALARY: \$ 9.94 - \$16.82 PER HOUR D.O.E.

CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION:

Under the direction of the office of Social Services (OSS) Manager, the incumbent will coordinate and maintain all aspects of secretarial/receptionist/case aide and other related duties as required in the daily operation of Social Service.

DUTIES AND RESPONSIBILITIES:

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

Provide secretarial support to OSS Program and staff. Must maintain and accesses all client files and records as instructed. Must maintain correspondence by distribute and/or logging mail, invoices, proposals, reports and records. Type a variety of narrative, tabular materials and log in and maintain document flow throughout OSS. Serve as receptionist to receive visitors and telephone calls and refer to proper staff, furnishing information requested. Provides from instruction, client transportation both local and out of the area to institutions/agencies.

Order and organize program supplies and equipment under instruction of supervisor and following tribal procurement procedure. Arrange and log in all Social Service staff travel arrangements. Performs photocopying, and faxing duties. Some duties assigned may require work beyond normal office hours which may include weekends. Perform data entry of case work, contacts or other assignments as instructed. Assist in preparing all monthly and annual reports as required by federal contract or grant. Perform other related duties and assignments as directed by the Social Services Manager, within the scope of duties and responsibilities, and/or Department activities.

EDUCATION REQUIREMENTS, SKILLS & ABILITIES:

Must possess a high school diploma or GED (General Education Diploma) or completion of a secretarial course. Must be computer literate and type with accuracy 40 – 50 words per minute. One year experience providing

OTHER:

Must possess a valid state vehicle driver license. Maintain confidentiality in accordance to Federal Health Insurance and Accountability Act (HIPAA). Employment is subject to fingerprinting for purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

For Employment Application Visit: <http://critonline.com>

Submit completed applications to: **C.R.I.T. HUMAN RESOURCE DEPARTMENT**
 26600 MOHAVE ROAD
 Parker, Arizona 85344

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TELEPHONE (928) 669-1320 * FAX (928) 669-5263

March 29, 2010

#32-10

VACANCY ANNOUNCEMENT

DEPARTMENT: Department of Health Services – Women Infant Children (WIC)

POSITION TITLE: Community Nutrition Worker I

SALARY RANGE: \$9.94 – \$16.82 per hour (D.O.E.)

SUPERVISED BY: WIC Manager

CLOSING DATE: Open until filled

DUTIES AND RESPONSIBILITIES: (The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

The CNW I screens and enrolls eligible clients into the WIC Program and provides them with referrals and basic nutrition information.

A. Screening Clients

1. Measures height, weight and hemoglobin of applicants.
2. Inputs medical, anthropometric, biochemical and socio-economic information into the computer system.
3. Evaluates Information to determine nutritional risk and eligibility.

B. Education/Referrals:

1. Refers participants to other health and social services such as Food Stamps, TANF, substance abuse programs, nutritionist, etc.
2. Provides individual nutrition education and implements goal setting techniques and follow-ups with goals at subsequent visits.
3. Refers high-risk participants to the nutritionist.
4. Provides individual basic nutrition and breastfeeding information to clients.
5. Provides information on WIC foods and the key nutrients found in them.
6. Provides information on rules and regulations of the WIC program and instruction on how to cash WIC checks.

C. Client Processing:

1. Thoroughly documents client information necessary for enrollment on the WIC program using the STARS system.
2. Tailors food package to meet the medical and socio-economic needs of clients.
3. Issues checks and ensures that they are kept secure.

D. Training:

1. Participates in the training provided by the local agency director or nutritionist.

2. Participates in statewide staff training provided by ITCA.
3. Attends other training opportunities as available.

E. Vendor Issues

1. Contacts vendors to resolve vendor problems.
2. Completes vendor site reviews as instructed.

F. Other duties as assigned.

QUALIFICATIONS:

EXPERIENCE – Previous experience in health related field or one year experience in WIC clinic.

EDUCATION: High School diploma or Associates Degree with interest in women and children's health.

SKILLS, KNOWLEDGE AND ABILITIES:

- Computer knowledge is required.
- Must have a sincere interest in the role of health and nutrition, women and children's health.
- The ability to communicate effectively, orally and in writing.
- The ability to work well with the community.
- Must be able to work with confidential material – WIC regulations take precedent over HIPAA requirements or any federal, state or local program confidential provisions.

LICENSING OR CERTIFICATIONS:

- Must complete all WIC competency units within 6 months of hire,
- Must attend the WIC skills building training soon after hire.
- Must complete all required Dietetic Education Program courses within two years of hire or obtain WIC Assessment Certificate.
- Possess a valid Arizona Driver's License.
- Certified in CPR/First Aide or able to obtain within 6 months of hire.
- Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

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Submit completed application to: **CRIT Human Resource Department**
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 Parker, Arizona 85344

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Eldred Enas, Chairman

March 24, 2010

VACANCY ANNOUNCEMENT

#31-10

DEPARTMENT: LAW & ORDER
POSITION: DISPATCHER
WAGES/SALARY: \$13.46 (\$27,996.00-Annually)
CLOSING DATE: OPEN UNTIL FILLED

2010 MAR 26 AM 11:47

COLORED RIVER INDIAN TRIBES
OFFICE OF THE CHIEF OF POLICE
RECEIVED

DUTIES:

Receives, screens, prioritize and transmits routine and emergency telephone and radio messages, dispatches required personnel (police, fire, EMT, F&G, etc.) utilizing established codes; maintains radio contact with public safety personnel and keeps supervisors and officers informed of current situations; maintains a hand written log; utilizes a computer system by entering and retrieving data related to police calls and contacts; utilizes a national crime computer system by entering and relaying data related to police calls and contacts. The selected candidate will be scheduled to participate in on-the-job training that will measure job aptitude and mental and physical ability to effectively use sound judgment in high-pressure emergency situations. Based on the nature of law enforcement related information the incumbent must be willing to deal with difficult and sensitive information involving the general public and not be easily offended by obscene or unpleasant language during difficult public contact encounters over the phone or in person. Performs receptionist duties; responds to questions from walk-in and telephone traffic. Performs various clerical duties including completing the maintenance calls from the public regarding water, sewer, natural gas, streets or other service problems and immediately relay to individual(s) designated to handle the problem. 12 hour shift work required and/or being called in to work to cover a shift without prior notice. Also required to work some weekends and holidays.

QULIFICATIONS:

Knowledge of telephone and related equipment. Ability to interact and communicate with people over the telephone, often in stressful situations. Skill in the use of computer for technical and communication applications. Ability to answer telephone and take messages. Knowledge of fire and burglar alarm systems reporting. Word processing and/or data entry skills. Knowledge of radio dispatch regulations, procedures, protocols, and/or equipment. Clerical, word processing, and/or office skills. Receptionist skills. Records maintenance skills. Ability to multi task. High school diploma or GED. Must be able to attend job related training out of town as scheduled. Must possess a telephone and reliable transportation. Must possess a valid driver's license, must be at least 21 years old.

PHYSICAL REQUIREMENTS:

Speaking clearly and concisely, reaching for telephones and radio access, sitting, typing, and listening to radios and telephone. Primary duties are performed while sitting for prolonged and extended periods of time with occasional or intermittent standing during a 12 hour shift; must be able to safely reach, twist, bend and to access supplies, records and reports; safely lift files (approximately 25 pounds) and remove from counter tops or file drawers; the operation of a personal computer requires finger dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer screen. Work is performed in an indoor office environment with a controlled climate. You must submit a completed typing certificate verifying a corrected typing speed of net 30 wpm taken within the last six months to the CRIT Human Resources Department along with employment application. Based on the information on the application, those deemed most qualified will be invited to participate in a selection testing which will include a written test and an oral interview. Selection testing will be scheduled on an as needed basis as qualified applicants apply. As positions become available, an offer of employment is contingent upon a candidate's completion of a thorough background with acceptable results (personal history statement, fingerprinting, drug screening & polygraph) prior to placement in the position, a prospective employee shall complete a medical examination to assess ability to perform the essential duties and responsibilities of the position.

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THE COLORADO RIVER INDIAN TRIBES OFFERS HEALTH and LIFE INSURANCE, PAID HOLIDAYS, SICK LEAVE, ANNUAL LEAVE and 401K PENSION PLAN. PRE-EMPLOYMENT DRUG SCREENING REQUIRED



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Eldred Enas, Chairman

March 24, 2010

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT LAW & ORDER
POSITION: DETENTION OFFICER (5 POSITIONS)
SALARY: \$13.46 (\$27,996 Annually)
CLOSE: OPEN UNTIL FILLED

#30-10

COLORADO RIVER INDIAN TRIBES
OFFICE OF THE ATTORNEY GENERAL
RECEIVED
20 MAR 26 AM 11:47

DUTIES:

Maintain accurate inmate files, property bags, and most importantly keeps an accurate written daily log. Fingerprints, photographs and books inmate into and out of the Colorado River Indian Tribes Detention Center and enters data into in-house computer. Review all shift reports and daily log from previous shifts to advise on-coming shift of your shift details. Controls inmate activity, coordinates inmate movement and transports inmates to scheduled appointments. Greets and assists attorneys, probation officer, police officer etc., while in the facility. Works cooperatively with Federal, State, County, City and Tribal Police, Court Agencies and provides appropriate services. Investigate all incidents and internal problems while on shift and take proper action. Regulations are complied with by detention staff, patrol staff and inmates, and that each does not go beyond this area of responsibility without proper authorization. Insure that all security procedures are properly executed. Conduct irregular cell searches and necessary in addition to monthly staff meetings. Serve in the capacity of Court Bailiff for the Tribal Court, if necessary. May be asked to assist patrol division to officiate at social functions, special events, funerals or crime scenes. Other duties may be assigned at the discretion of the Supervisor or Chief of Police to fulfill the department's objectives or goals.

REQUIREMENTS:

Correction Officer certificate desired. If not certified, must attend an 8 week academy for training within one year of hire. Applicant must be 18 years of age, have a valid Arizona driver's license, a high school diploma or GED, and have a home phone. Must pass a written general aptitude test. Must pass a background investigation including a drug screening. Must be able to maintain strict confidentiality in all activity, which occurs within the department of Law and Order.

APPLY AT
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR
FOR APPLICATION VISIT: <http://www.critonline.com>

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CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

March 24, 2010

#29-10

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT LAW & ORDER
POSITION: PATROL OFFICER (5 POSITIONS)
SALARY: \$17.31 Annual \$36,004.80
CLOSE: OPEN UNTIL FILLED

DUTIES:

Under the supervision of a Sergeant preserves the public peace, protects life, and property. Prevents crime, enforces the laws of the Tribe and the State Governments. Arrests offenders, recovers property, and works cooperatively with Federal, State, County, City, and Tribal Police Agencies. Provides appropriate enforcement service. In executing the above, the Patrol Officer may be required to work rotating shifts, know applicable tribal, state and federal laws. Have knowledge of jurisdiction issues, and be prepared to deal with any form of emergency which threatens life. Be well schooled in the use of communication and enforcement equipment and be ready to use it in a concise, appropriate manner as describes by the situation. Officer must conduct themselves at all times in a proper manner, according to the rules and regulations of the Tribes and Arizona Peace Officers Standards and Training. Officers must maintain the strictest confidence in all that is hard and known through the position. Other duties may be assigned at the discretion of the Supervisor or Chief of Police to fulfill the Departments objectives or goals.

REQUIREMENTS:

AZ Post certification preferred. If not AZ POST certified must attend and satisfactorily complete a 17 week police academy for training. Applicant must be 21 years of age, have a valid Arizona driver's license. Have a high school diploma or GED. Must pass a general education written test, oral interview, a drug screen, a polygraph (lie detector) test, psychological test, medical exam, physical fitness test, and pass an extensive background investigation.

APPLY AT
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR
FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.

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COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

MARCH 15, 2010

VACACNY ANNOUNCEMENT

#10-2010

Department: Office of the Attorney General
Position / Title: Deterrence Officer
Salary Range: \$43,000-\$45,000
Closing Date: Open Until Filled
Responsible to: CRIT Attorney General's Office

Duties and Functions:

POSTION SUMMARY:

The Deterrence Officer's ("DO") primary duties are: (1) investigates thoroughly offenders' personal history background and environment on crimes that are related to alcohol and substances abuse; (2) reports findings to the CRIT Attorney General's Office and is prepared to make appropriate recommendation; (3) periodically interviews offenders to determine the effectiveness of deterrence on criminal activities that are related to alcohol and substance abuse; (4) provides supervision in areas where casework counseling is needed; (5) refers offenders to social resources in the community for assistance in rehabilitation; (6) and recommend pre-court proceeding intervention or modification of court orders when appropriate.

MAJOR DUTIES:

ADMINISTRATIVE

- Planning and implementation of program goals and objectives, policy and procedures, management of all grant related activities including reporting requirements.
- Responsible for grant reports and monitoring of expenditures allowed under the grant budget.
- Performs all assigned duties relating to cases recommends by the Police Department to the Prosecutor's Office.
- Plans office activities, conferences, and field visits in connection with investigation and supervision functions.
- Maintains accurate and up-to-date case records in a neat and legible prescribed form.
- Prepares and submits monthly statistical and performance reports on the status of individual caseload.
- Makes interagency contacts with department heads, division heads and subordinates on matters of policy and procedure.

- Gathers and evaluates data pertinent to individual cases in connection with both investigation and supervision. Such data may include information about the offenders' home, school, church, neighborhood, and about relevant social agencies.
- Maintains own workbook listing information and contact with offenders.
- Meets, collaborates and coordinates with the Strategic Planning Advisory Board (SPAB).

CASEWORK and COUNSELING

- Conducts counseling interviews with assigned cases according to approved counseling techniques in order to determine and clarify offenders' problems; suggests constructive methods for addressing such problems; consults with Behavioral Health Specialist when necessary.
- Contacts public and private community agencies to secure their aid in attempting to solve offenders' problems. Continuing and ongoing relationships with agencies are expected.
- Following a thorough and complete evaluation, refers offenders to community agencies that offer specialized services that are required for a particular individual's needs.
- Contacts collateral sources for information to evaluate or verify current information on offenders' adjustment.
- Establishes an ongoing relationship with offenders in order to keep the progress.
- Uses special skills and techniques that may be necessary in the performance of his/her duties.

LAW ENFORCEMENT

- Carefully documents facts and testifies in court with respect to the offenders' activities, behavior and quality of adjustment while under supervision.
- Following established legal procedures and brings alleged violations of the offenders to the attention of the court and/or brings offenders before the court as required.
- Determines when circumstances warrant modification of court orders and report to the Prosecutor the necessary action to procure a decision by the court on such modification.

PUBLIC RELATIONS

- Performs various public relations activities, such as addressing community groups, participating in conferences, panels, etc., of other agencies.
- Plays an important part as consultant in the social planning of the community.

POSITION REQUIREMENTS:

- A minimum of one (2) years full-time experience in human or allied services with demonstrated knowledge/experience with issues related to drug and alcohol abuse and associated criminal behavior; or
- A degree from an accredited college or university in one of the following areas may be substituted for the above experience; the behavioral sciences, social sciences; pre-law, law enforcement, or criminal justice.

APPLY AT:
C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR
FOR APPLICATION VISIT: <http://crit-nsn.gov>

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CRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Human Resources

26000 MOHAVE ROAD
PARKER, ARIZONA 85301

TELEPHONE (602) 506-1900 FAX (602) 506-1901

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CLERK OF THE DISTRICT COURT
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#23-10

POSITION: MENTAL HEALTH WORKER

DEPARTMENT: BEHAVIORAL HEALTH SERVICES

REPORTS TO: BHS CLINICAL DIRECTOR

SALARY: D.O.E. (\$12.50 - \$14.00)

CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION: The Mental Health Worker position located in the Department of Health & Social Services (DHSS) Behavioral Health Services (BHS), provides direct and indirect services to assist in enhancing, preserving, and reunifying American Indian families by providing case management, supportive intervention, and counseling services. The Mental Health Worker is under the direct supervision of the Clinical Director, Behavioral Health Services.

DUTIES AND RESPONSIBILITIES: (The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

1. Initiate contact with families identified by the Clinical Director that are involved with CRIT Child Protective Services (CPS), Social Services, and/or BHS and complete family assessments as appropriate.
2. Identify family strengths and weaknesses and work with DHSS and community agencies to identify appropriate services and referral resources.
3. Attend weekly CPS and Social Services meeting to communicate family-related issues and concerns and services offered.
4. Attend additional meetings as appropriate, including staffing with CRIT Probation, Parker Unified School District, and Parker Indian Health Center Social Services and Public Health Nursing.
5. Provide appropriate psycho-educational counseling in individual and group format to families on following topics such as: problem identification, problem solving, stress management, conflict resolution, effective communication, parenting skills, and behavioral management.
6. Provide crisis intervention services in the office and community as appropriate.
7. Serve on intra-department committees and local inter-agency forums, boards, workgroups, and task teams.
8. Participate in community resources networks, prevention activities, and educational programs, including health fairs, workshops, and training.
9. Maintain confidentiality in accordance with Joint Commission of Accreditation of Healthcare Organizations (JCAHO) regulations, BHS policy, Health Insurance Portability and Accountability Act (HIPAA), and the Privacy Act of 1974.

10. Maintain records from all clinical staff relative to number of families receiving services and provide required information for the monthly report to DHSS and is responsible for maintaining monthly and annual records required by various funding agencies.
11. On-call, crisis intervention and irregular hours may be required.
12. May perform other duties and assignments as directed within the scope of project activities and/or duties and responsibilities.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS: High school diploma or GED and basic counseling certification by a state or national agency. Minimum of sixteen (16) hours of psychology/social work college credits or 60 continuing education credits. Possess a valid state vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Possess knowledge to administer basic psychologist tests, including MMPI 2, SCL-90-R, MCMI 3, PAI, and Child Behavior Checklist. Must have successfully completed a training program in basic crisis intervention skills, RPMS and HIPAA. Possess organizational skills, ability to function independently, demonstrated oral and written communication skills, and applied computer literacy familiar with Microsoft Word, Microsoft Excel, and RPMS. Must be familiar with clinical charting methods, i.e. S.O.A.P. Familiar with American Indian culture and traditions, sensitivity to cultural differences, and unique problems of Indian communities in rural areas. Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian child Welfare Act.

For Employment Application visit: <http://critonline.com>

Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

Under the Title VII of the Civil Rights Act Section 701 (b) and 703 (i) explicitly exempts from coverage the preferential employment of Indians by Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to CRIT members who qualify toward all employment opportunities; otherwise, CRIT does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

CRIT offers Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-employment drug screening enforced.



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

February 12, 2010

VACANCY ANNOUNCEMENT

#22-2010

RECEIVED
GENERAL
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DEPARTMENT: C.R.I.T. EDUCATION
RESPONSIBLE TO: CRIT EDUCATION DIRECTOR
POSITION: EDUCATION COUNSELOR
SALARY: \$15.86 (\$33,000.00 Annually)
CLOSING DATE: OPEN UNTIL FILLED

GENERAL:

Work with students whose ability to function in the school environment has been affected by issues such as truancy, poor attendance, substance abuse, and/or behavior problems.

SPECIFIC:

- Deal with individual student's problems in a constructive, supportive, non-judgmental manner.
- Obtain/use knowledge about student to facilitate the student's participation and success in educational opportunities.
- Provide follow-up services after student returns to school.
- Familiar with available community services and opportunities.
- Assist in identifying the best available resources to help the student become successful in school
- Providing assessment and intervention services including short term individual and group counseling.
- Providing social casework and attendance outreach by linking parents, school, personnel, and social services agencies.
- Assessing students at risk and referring them to the adequate resources.
- Perform other related duties assigned by Education Director.

QUALIFICATIONS:

- Master's degree in Educational Counseling
- Arizona Certification in Educational Guidance Counseling.
- Experience working with culturally/ethnically diverse populations and at risk students
- Experience/knowledge of case management, including work with families dealing with substance abuse issues.

- Experience working with and accessing various individuals, social service agencies, and community agencies for services.
- Experience conducting concise and meaningful assessments, formulating action plans, writing progress reports and summaries, and communicating with students and individuals needed to assist.

APPLY AT:
C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

January 13, 2010

#05-2010

VACANCY ANNOUNCEMENT

DEPARTMENT: AHAKHAV PRESERVE
POSITION: NURSERY TECHNICIAN
SALARY: \$12.00/HOUR (\$24,960 ANNUAL)
CLOSING DATE: OPEN UNTIL FILLED

DESCRIPTION:

Located on the banks of the Colorado River in Parker, AZ, the Colorado River Indian tribes' 'Ahakhav Tribal Preserve works to restore and protect native plants, wildlife and resources. Please visit www.ahakhav.com for more information on the Preserve and the Colorado River Indian Tribes.

DUTIES:

This position will have a variety of responsibilities to support the greenhouse/nursery in completing large plant orders for restoration projects. The Nursery Technician will oversee and participate in the germination process, care of seedlings and greenhouse maintenance, and supervise work crews as needed. Additional duties in the 3-acre park and on the restoration projects may be required. The Nursery familiarity with Arizona desert climate.

Additionally, the chosen applicant must be willing to transition to a permanent employee, as they will be considered for the full-time Nursery Director position. The Nursery Director will be in charge of all greenhouse/nursery activities, development of projects, seeking additional funding sources, and would ideally have experience growing, propagating, and caring for woody species and managing work crews. Benefits, including a pay increase, are available with the Nursery Director position.

QUALIFICATIONS:

A bachelor's degree in horticulture or a related field. Minimum of one year of experience working in a greenhouse or propagating plants, especially woody species. Experience managing a work crew preferred. The applicant must have excellent oral communication skills and the ability to work independently and as part of a small team. A flexible personality and good sense of humor are key, as well as a willingness to work outside in hot weather, often doing repetitive physical tasks. Spanish speaking is a plus. Applicants should also be comfortable working in a rural environment. Must possess a valid US driver's license and pass a drug test.

For questions: email: stephanie.hines@crit-nsn.gov

APPLY AT:

C.R.I.T. HUMAN RESOURCE DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

OR

FOR APPLICATION VISIT: <http://www.crit-nsn.gov>

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COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

October 21, 2009

#102-09

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT TRIBAL COURT
POSITION: CHIEF PROBATION OFFICER
SALARY: \$32,000.00 (D.O.E)
CLOSING DATE: OPEN UNTIL FILLED

GENERAL SUMMARY:

Under direction of the Chief Judge. Performs and supervises work of considerable difficulty in planning, staffing, organizing, directing and controlling the activities of the adult and juvenile probation department, performs related work as required or assigned.

EXAMPLES OF WORK:

Develops and implements departmental policies and procedures for the provision of services; reviews program, services and functions of the agency to determine their effectiveness, efficiency, cost, and their adherence to policy; provides direction for the training of staff; Supervises probation officers, assigns and reviews all cases of work assigned to probation officer; prepares various reports and evaluates staff performance; communicates with the courts, law enforcement, related public and private agencies; analyses and responds to documents, reports, letters, memos, complaints, inquires and public relations situations; develops, implements and evaluates annual and long range goals; participates in strategic planning; participates in community education and resource development analyzes legislation, statutes and court rulings and recommends changes in policy and procedures as required; addresses governmental bodies, legislative hearing committees, public organizations and community groups.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

Comprehensive knowledge of the principles and practices of correctional casework and probation services; of methods and techniques of rehabilitation; Comprehensive knowledge of laws, statues and regulations pertaining to the provision of probation services. Considerable knowledge of administration, budgeting, personnel practices, staff supervision and development. Skilled in planning, organizing and directing multifaceted department; supervising professional, administrative and support staff; analyzing administrative problems and issues and adopting effective solutions; communicating effectively orally and in writing. Considerable skill in interviewing and counseling, ability to establish and maintain effective working relationships with others; communicate effectively, plan, organize and analyze administrative and rehabilitative problems and adopt effective course of action.

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MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university preferably in behavioral science, social science, or criminal justice; or at least seven years experience in related field with at least four years of increasingly responsible experience in an administrative capacity. This position is FLSA overtime exempt. Computer Literate, e.g. Microsoft Word and Excel or other Data Base programs. Must have a valid Arizona's driver's license and be insurable under the Colorado River Indian Tribes Vehicle Insurance Policy.

APPLY AT:

**C.R.I.T. HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

OR

FOR APPLICATION VISIT: <http://www.critonline.com>

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COLORADO RIVER INDIAN TRIBES

Human Resource

26600 MOHAVE RD
PAUCER, ARIZONA 85346
TELEPHONE (928) 669-1320 • FAX (928) 669-5263

Daniel Eddy Jr., Chairman

June 03, 2008

VACANCY ANNOUNCEMENT

#143-118

DEPARTMENT: COLORADO RIVER BUILDING MATERIALS
POSITION: GENERAL MANAGER
SALARY: NEGOTIABLE / UNDER CONTRACT
CLOSING DATE: OPEN UNTIL FILLED

DUTIES:

General supervision over all management and operations of a general hardware and lumber store operated and owned by the Colorado River Indian Tribes. Responsible for all assets of the company and securing a satisfactory operating result. Duties and responsibilities include, but are not limited to the following and additional duties may be assigned from time to time:

- o Establishing company policy
- o Establishing budget for sales, inventory and expenses
- o Recruiting, selecting, promoting and dismissing of all employees
- o Determining authority and responsibilities of all employees
- o Reviewing performance and salary rates for all employees
- o Establishing a market plan, both short term and long term
- o Determining the merchandise lines to be carried for each department
- o Analyzing competition
- o Reports and works directly with the
- o Business Enterprise Board
- o Maintains good working relationship with the Enterprise Accountant and the Business Enterprise Coordinator
- o Meets monthly, and provides a written report to the Business Enterprise Board on the progress of business
- o Approves open charge accounts and works on collection of past due accounts
- o Handles any complaints about the store, and its employees
- o Schedules employees and
- o Proposes all capital expenditures for the business to the Business Enterprise Board

REQUIREMENTS:

Bachelor's degree or equivalent from an accredited college or university with major courses in business, accounting, marketing, management or any other related field, or high school diploma and/or equivalent and five (5) years experience in managing a profitable retail store. Must have two (2) years experience in a supervisory capacity. Must be bondable and dependable. Must have valid Arizona Driver's license with a satisfactory driving record. CDL a plus, but not a requirement. Good health, must be able to stand and lift 25 lbs to 75 lbs. Must possess strong math skills. Must have basic computer knowledge and learn to operate the Rook Solid Retail software program used for sales. Must be dependable and have strong communication skills to effectively deal with customers, public and employees. Must have knowledge in plumbing, electrical, lumber, paint, hardware products. Must operate a forklift when necessary. May be required to work Saturdays, and Sundays. Will be required to pass a pre-employment drug test.

For Employment Application visit: <http://www.crrfonline.com>
Or

Apply at: CRRF Human Resource Department
26800 Mohave Road
Parlier, Arizona 85844

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(f) explicitly exempts from coverage the preferential employment of Indian by Indian Tribes. Therefore, CRRF acknowledges and extends preferential treatment to enrolled CRRF members who qualify toward all employers or applicants based on race, color, sex, religion or national origin. Pre-employment drug screening required.

CRRF offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



TRIBAL GOVERNMENT

Office of Administration

26000 MOHAVE RD
PARKER, ARIZONA 85344
TELEPHONE (480) 469-1320 • FAX (480) 469-5203

Daniel Eddy Jr., Chairman

March 11, 2008

VACANCY ANNOUNCEMENT

15-08

DEPARTMENT: Colorado River Sand and Rock Enterprise

POSITION: Sales Manager/Batch Plant Operator

Salary Range: D.O.E.

CLOSING DATE: OPEN UNTIL FILLED

Function: Under the Direction of the General Manager incumbent will address all sales of material, concrete and asphalt. Will oversee the batch plants and dispatchers. Required to keep up with current market prices of products and set current prices of all products sold at the Colorado River Sand and Rock Enterprise. Approve all mix designs and sieve analysis.

DUTIES, EDUCATION and RESPONSIBILITIES

- o Five years experience in the Ready-Mix Concrete and Aggregate Industry
- o Be familiar with ACI and ASTM Mix Designs
- o Must have knowledge and understanding of preparing Concrete Mix designs in accordance with specific aggregates and cement weights with A.C.T., Cal Trans and various city requirements and make adjustments as needed.
- o Knowledge on how to analyze sieve results and make the adjustments required to produce spec material
- o Working with contractors, vendors, suppliers and customers
- o Building and maintaining customer relations
- o Knowledgeable and attentive to supervision and management requirements
- o Monitoring production results of employees, improved production and quality products
- o Must have knowledge and understanding of MSHA training requirements
- o Conduct safety meetings and meet all safety requirements
- o Computer input for job setup, bidding and tracking system
- o Prepare Price Quotes for Various Jobs
- o Follow up on customer billing, late payments and non sufficient fund payments
- o Have the ability to trouble shoot mechanical and electrical problems with Batch Plants, Jaw Crushers, Cone Crushers, Wet Plants, Heavy Equipment and Cement Mixers
- o Must be able to operate Heavy Equipment
- o Must possess a current Class "A" CDL and Medical Card
- o Will be required to take over operations in the General Manager's absence
- o Must be willing to perform above and beyond the job description to do what ever it takes to get the job done.

Apply: CRIT Human Resource Department
26000 Mohave Road
Parker, Arizona 85344

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GRIT Offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.



COLORADO RIVER INDIAN TRIBES

Office of Administration

ROUTE 1, BOX 23-B
PARKER, ARIZONA 85344
TELEPHONE (602) 669-1310 • FAX (602) 669-5263

Daniel Eddy, Jr., Chairman

March 7, 2008

VACANCY ANNOUNCEMENT

13-08

POSITION: General Manager- Sand & Rock Enterprise
SALARY: D.O. E. GLOBE: OPEN UNTIL FILLED

INTRODUCTION:

Under the Direction of the Colorado River Indian Tribes Business Enterprise Board of Directors, incumbent will provide direction, guidance, supervision and general management to the Colorado River Sand and Rock Staff.

DUTIES, EDUCATION AND RESPONSIBILITIES

- Five years experience in the Ready-Mix Concrete and Aggregate Industry
- Long and Short Term Growth Planning
- Projecting and meeting the budgeted costs in all areas of the plant operation
- Engineering requirements, tracking of equipment, purchase equipment
- Labor disputes
- Environmental, Mining and Reclamation planning
- Flood Control Engineering
- Permit Acquisition
- Mining and Acquisition Feasibility Assessment
- Mining Reserves Assessment
- Inventory Measurement and Assessment, meeting with the Arizona Rock Product Association.
- Working with the Corp of Engineers
- Working with Environmental governmental and activist groups, home owner or subdivisions associations
- Working with contractors, vendors suppliers and customers
- Working with Water Resource Governmental Groups, Bankers, Insurance and Financial Groups
- Building and maintaining customer relations
- Knowledgeable and attentive to supervision and management requirements
- Monitoring production results of employees, improved production and quality products
- Must have knowledge and understanding of MSHA mining requirements

KNOWLEDGE, SKILLS AND ABILITIES

- Must have knowledge and understanding of preparing Concrete Mix Designs in accordance with specific aggregates and cement weights with A.D.O.T., Cal Trans and various city requirements and make adjustments as needed
- Knowledge of Material Gradation and sieve analysis
- Computer input for job setup, bidding and tracking system
- Prepare Price Quotes for Various Jobs
- Follow up on customer billing, late payments and non sufficient fund payments
- Have the ability to trouble shoot mechanical and electrical problems with Batch Plants, Jaw Crushers, Cone Crushers, Wet Plants, Heavy Equipment and Cement Mixers.